PowerPoint

Julie Gueller, Instructor
210.221.8945
Julie-

PowerPoint

Andrew Munoz, Instructor
210.221.7358
Andrew.Munoz@amedd.arm

Terminal Learning Objective

Action: Build a presentation using Microsoft (MS) PowerPoint

Given: A computer with MS PowerPoint

Standard: With 80% accuracy

Presentation Software

Application software designed to turn text and numbers into presentation media.

Presentations Present:

- Abstracts
- Concepts
- Products
- Ourselves

We Present Everyday

- Meetings
- Staff Teaching
- Phone Calls

CAP Your Presentation:

- Content
- Appearance
- Practice

Content: Keep the Focus

- Who
- What
- When
- Where
- How

Who

- Peers
- Staff
- Subordinates

What

- Statistics
- Charts
- Data
- Graphics

When

- Time factors
  - Time for Preparation
  - Time Allowed
  - Time of Day

Where

- Facilities
- Facility Resources
- Tactical Advantage
  - Know the Terrain!!

How

- Method of delivery
  - Printed
  - Visual
  - Spoken
  - Combination

Appearance

- Consistency
  - Color
  - Fonts
  - Transitions
  - Builds

Contrast

BACKGROUND	ACCEPTABLE	UNACCEPTABLE
BLACK	WHITE YELLOW CYAN	BLUE RED VIOLET
DARK BLUE	WHITE YELLOW LGT BLUE	BLUE BLACK RED
DARK GREEN	WHITE YELLOW LGT BLUE	RED MAGENTA PURPLE BLUE

Appearance: Text

- Fonts
- Capitalization
- Text Attributes
- Size (Versus Lines of Text)
- Contrast
- Builds

Fonts

Times New Roman

Arial

Allegro BT

Courier

Script

Recommended Font is ARIAL

Capitalization

TYPING IN ALL CAPS

DOES NOT MAKE THE TEXT

EASIER TO READ!

Size Versus Lines

Too Big A Font Size

Can Be As Bad As

Too Small A Font Size

Font Sizes (Recommended)

- Titles should be 44-54 points per inch
- Bullet text should be 32-40 points

Practice!

- Effectiveness of delivery
- With / without an audience
- Before a mirror
- Be prepared for the question <u>YOU</u> don’t have the answer for

Practice

Until
If you didn't know
the material before

YOU DO NOW!

“Bulletize” - Don’t Hypnotize!

25 Y.O. WM NKA C/O ‘Chest Pain’ x 25min. Hx: States ‘stabbing’ pain began during PT exertion. Denies relief w/rest. States NK Family Hx of Heart Disease. parents presently undergoing marital problems.

“Bulletized”

25 Y.O. WM

C/O ‘Chest Pain’ x 25min.

Hx: NKA

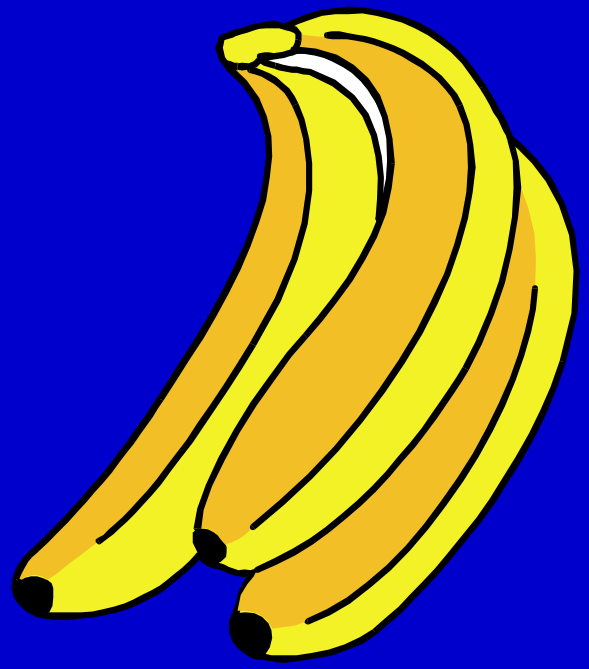
- Onset - P.T.
- W/O relief w/rest
- NK Family Hx of Heart Disease
- Parents - marital problems

Clip Art/pictures

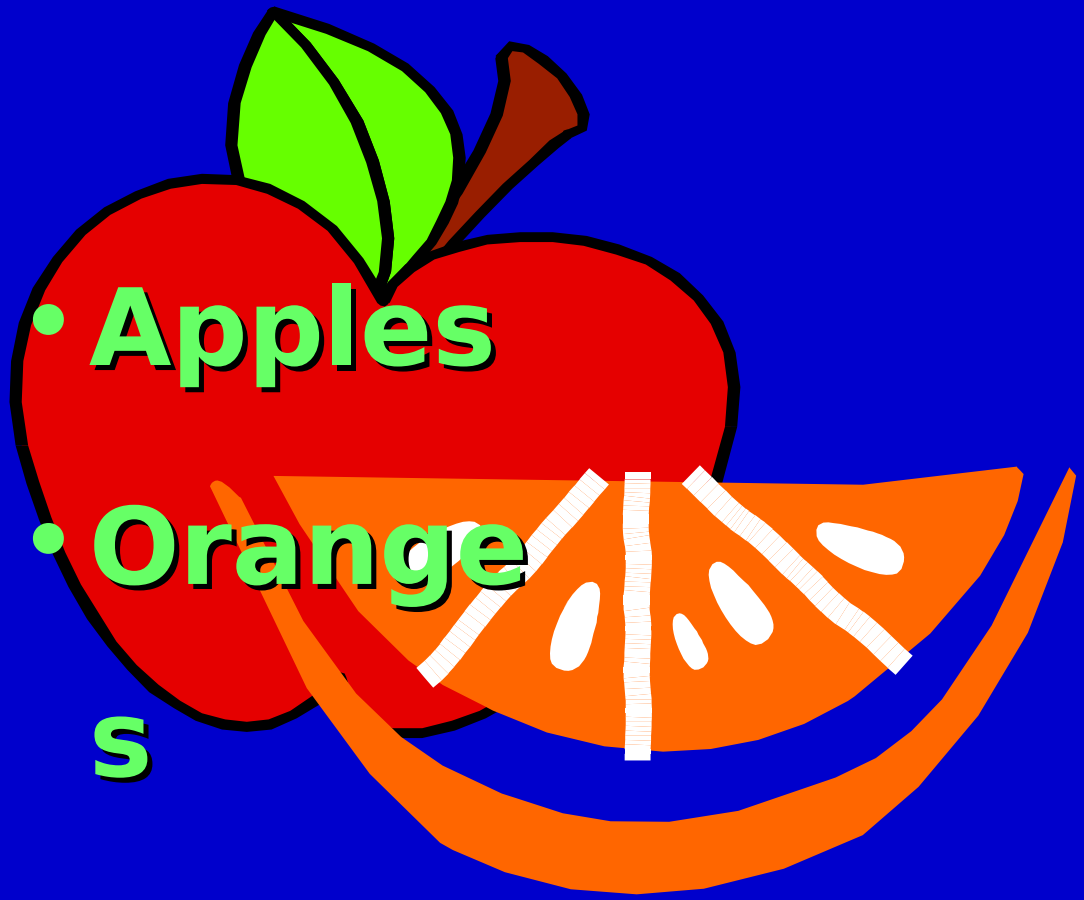
- **A picture is worth a thousand words - *if it is relevant!***
- **No Message? DO NOT USE!**
- **Make sure it is pertinent.**
- **Not overwhelming.**

John's Fruit Consumption

- Apples
- Oranges



John's Fruit Consumption



- Apples
- Oranges

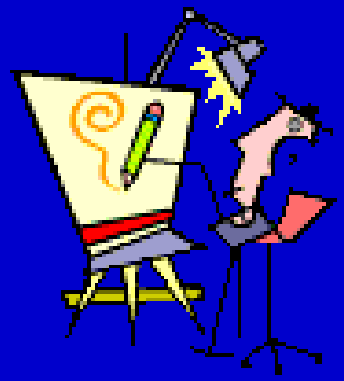
Lack Of Negative Space

- This image is much too busy to be easily read.
- There is no place for the eyes to rest because the image is filled up.
- There are too many lines of text to make this image readable.
- How would you like to see the entire presentation as busy as this?
- Your eyes would get very tired after looking at slides like this for a prolonged period of time.

Special Visual Effects

- Use them if they are not distracting
- It may tire the audience if overused, especially in transitions and builds.

Animation

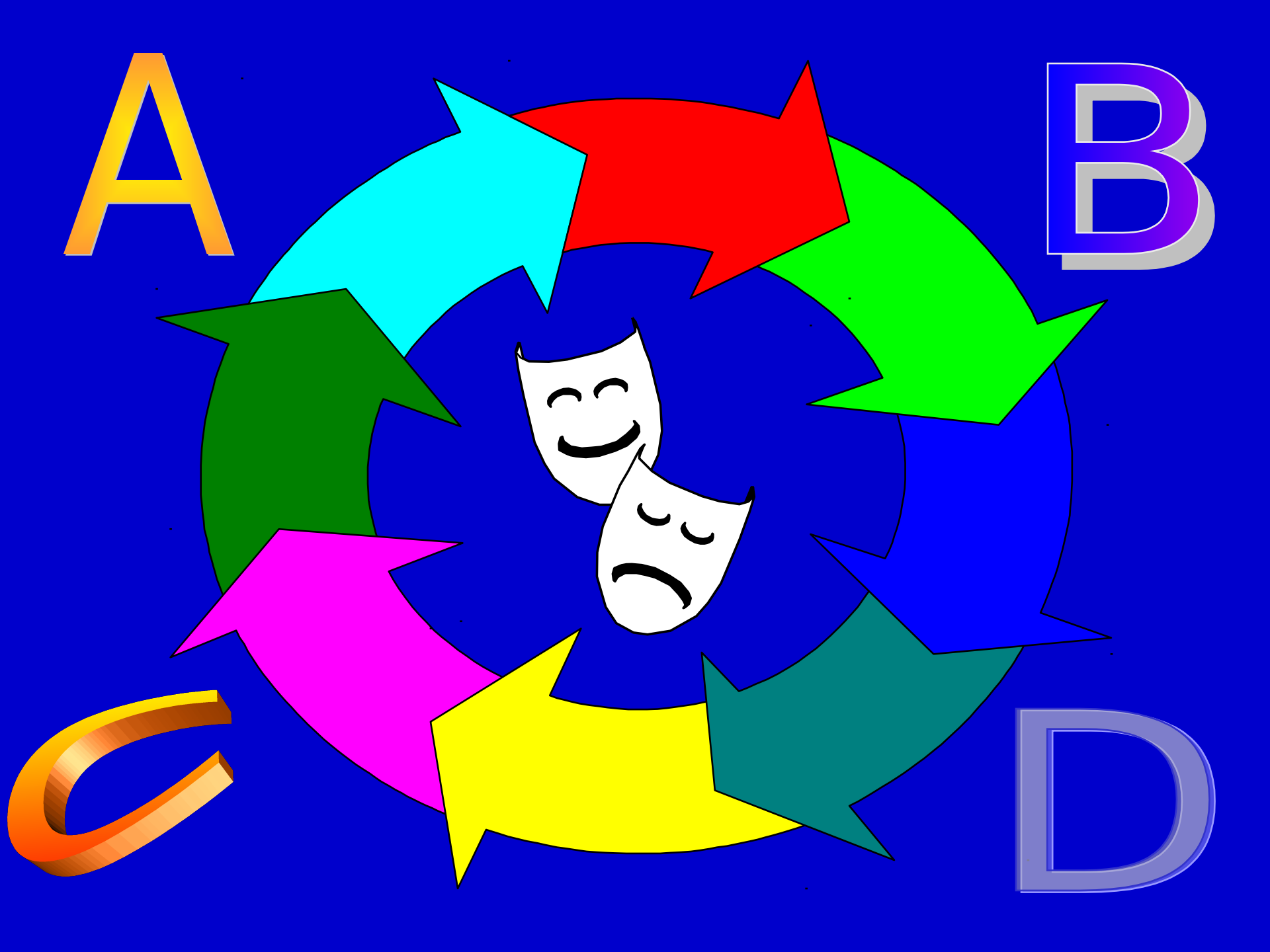


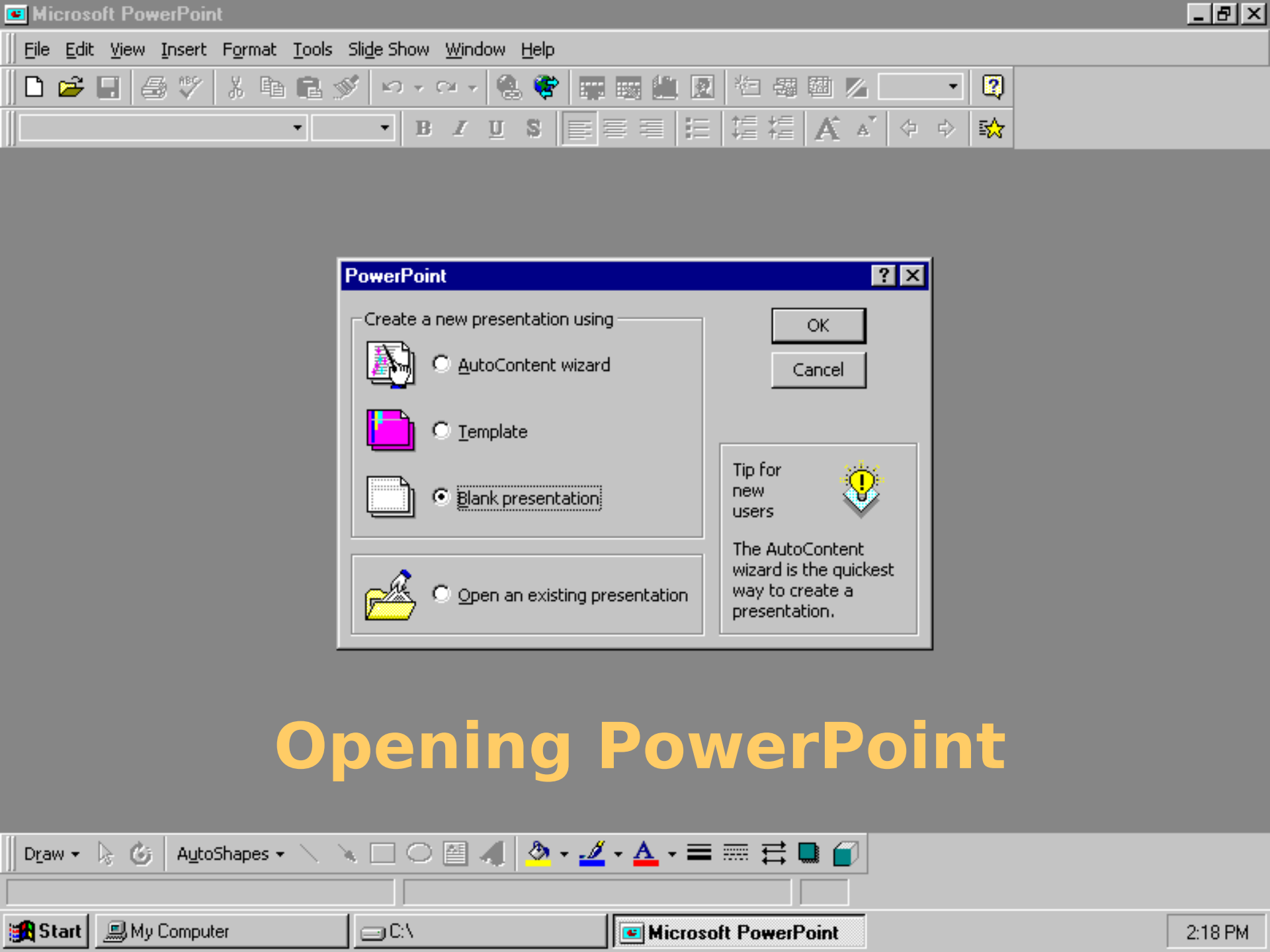
1 2 3 4

Learn how to use it

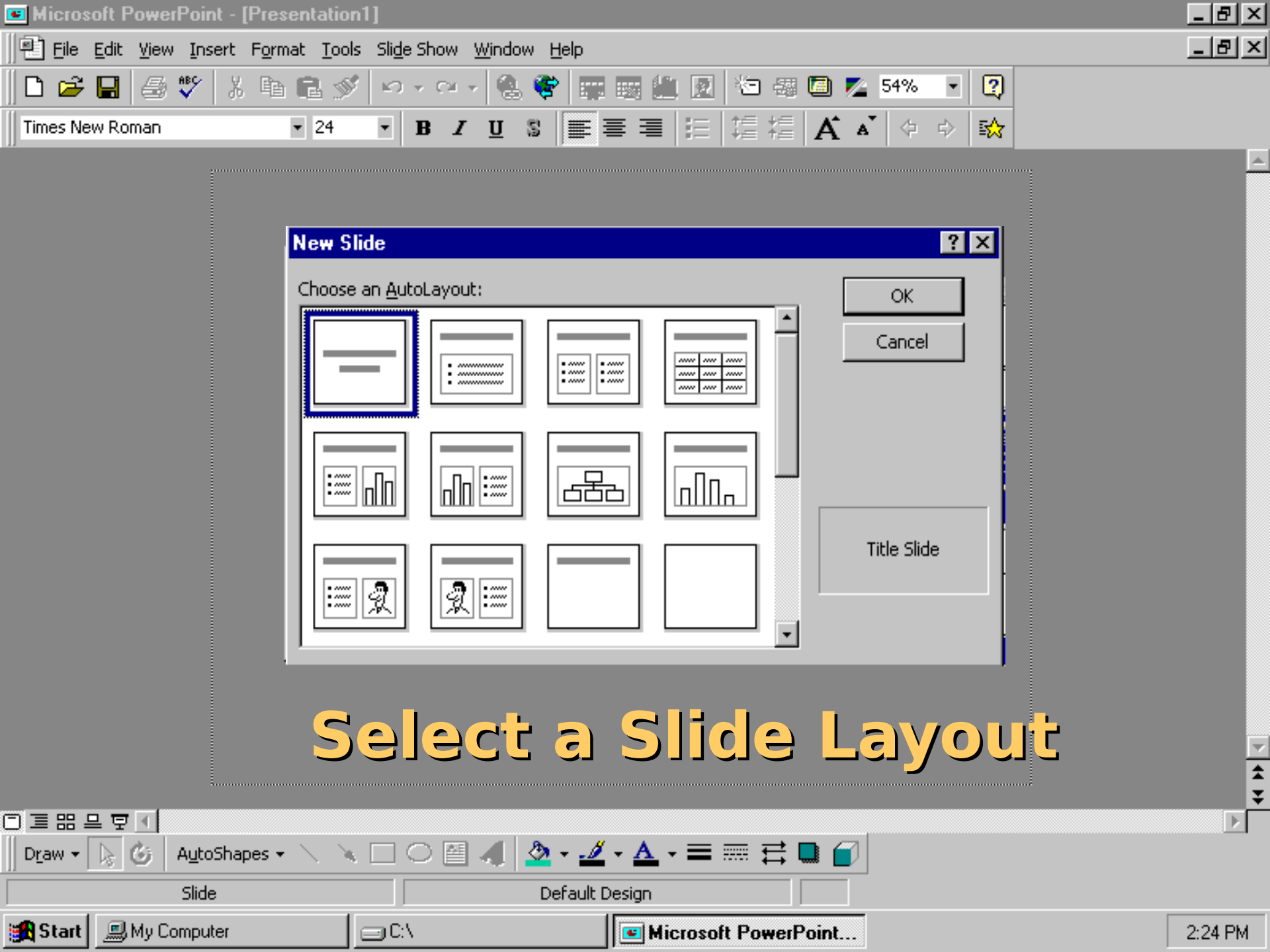
is

Fun


A
B
C
D



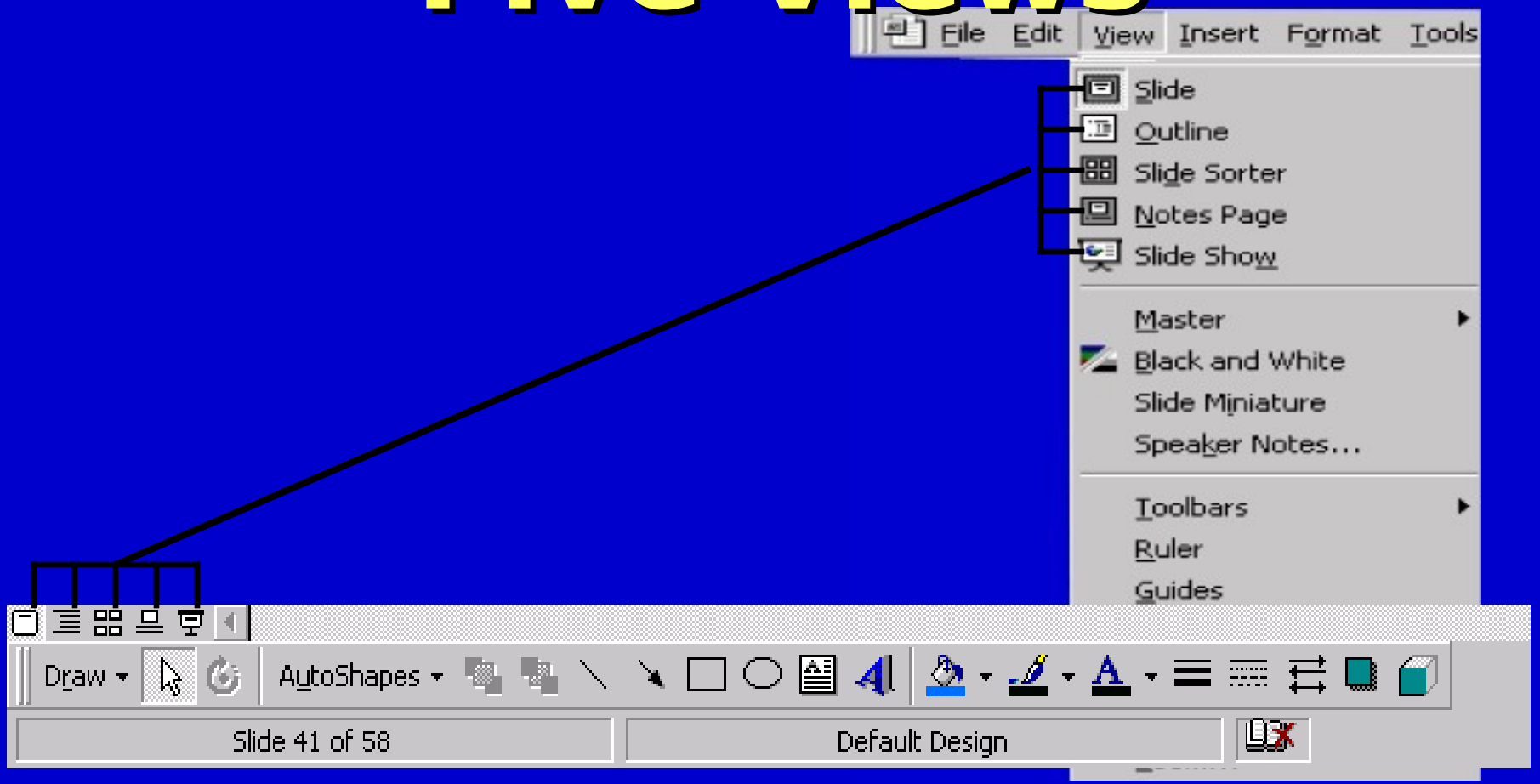
Opening PowerPoint


Microsoft PowerPoint - [Presentation1]
File Edit View Insert Format Tools Slide Show Window Help
54%
Times New Roman
24
New Slide
Choose an AutoLayout:
OK
Cancel
Title Slide
Select a Slide Layout
Draw
AutoShapes
Slide
Default Design
Start
My Computer
C:\
Microsoft PowerPoint...
2:24 PM

Five Views

- Slide
- Outline
- Slide Sorter
- Notes Pages
- Slide Show

Five Views


File
Edit
View
Insert
Format
Tools
Slide
Outline
Slide Sorter
Notes Page
Slide Show
Master
Black and White
Slide Miniature
Speaker Notes...
Toolbars
Ruler
Guides
Draw
AutoShapes
Slide 41 of 58
Default Design

Slide View

- Allows you to work on one slide at a time

Microsoft PowerPoint - [NewDLPPT.ppt]

File Edit View Insert Format Tools Slide Show Window Help

Times New Roman 24

Slide View

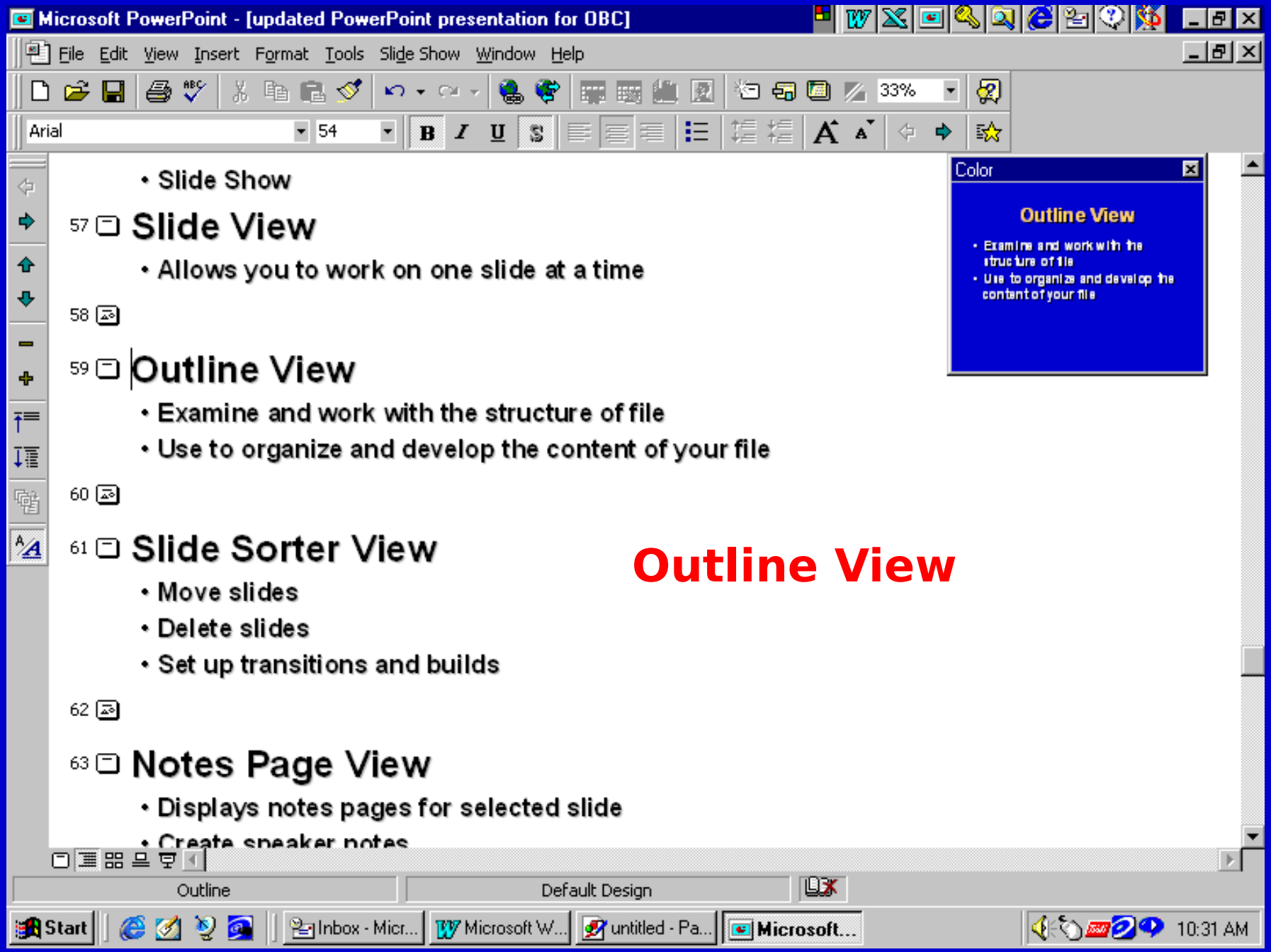
Draw AutoShapes

Slide 33 of 33 Default Design

Start Microsoft PowerPoint... 4:13 PM

Outline View

- Examine and work with the structure of file
- Use to organize and develop the content of your file


Microsoft PowerPoint - [updated PowerPoint presentation for OBC]
File Edit View Insert Format Tools Slide Show Window Help
33%
Arial
54
• Slide Show
57 Slide View
• Allows you to work on one slide at a time
58
59 Outline View
• Examine and work with the structure of file
• Use to organize and develop the content of your file
60
61 Slide Sorter View
• Move slides
• Delete slides
• Set up transitions and builds
62
63 Notes Page View
• Displays notes pages for selected slide
• Create speaker notes
Color
Outline View
• Examine and work with the structure of file
• Use to organize and develop the content of your file
Outline View
Outline
Default Design
Start
Inbox - Micr...
Microsoft W...
untitled - Pa...
Microsoft...
10:31 AM

Slide Sorter View

- Move slides
- Delete slides
- Set up transitions and builds

Microsoft PowerPoint - [NewDLPPT.ppt]

File Edit View Insert Format Tools Slide Show Window Help

66%

No Transition

Slide Sorter View

Help Dropdown Menu
- Helps find solutions to specific PowerPoint problems or questions

17

5 PowerPoint Views
- Slide
- Outline
- Slide Sorter
- Notes Pages
- Slide Show

18

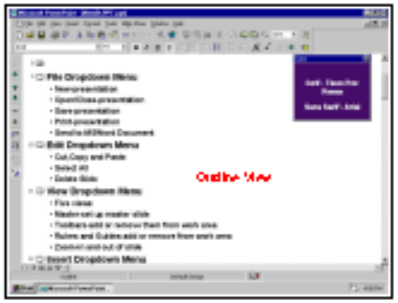
Slide View
- Allows you to work on one slide at a time

19

20

Outline View
- Examine and work with the structure of the
- Use to organize and develop the content of your file

21



22

Slide Sorter View
- Move slides
- Delete slides
- Set up transitions and builds

23

24

Notes Pages View
- Displays notes pages for selected slide
- Create speaker notes

Slide Show View
- Presentation mode

Advantages of Using PowerPoint
- Professional looking
- Quick and easy to use
- Portable
- Can be used to make backup media
  - Transparencies
  - 35mm Slides
  - Email Masters

Basic Design Concepts
- Relevance - Text, illustrations, charts etc. Need to relate directly to the content.
- The logic of the information should drive the graphic presentation

Slide Sorter | Default Design

Start | Microsoft PowerPoint... | 4:20 PM

Notes Page View

- Displays notes pages for selected slide
- Create speaker notes

Microsoft PowerPoint - [NewDLPPT.ppt]

File Edit View Insert Format Tools Slide Show Window Help

Times New Roman 24

Click to add text

Notes Page View

Draw AutoShapes

Notes 40 of 40 Default Design

Start Microsoft PowerPoint... 4:22 PM

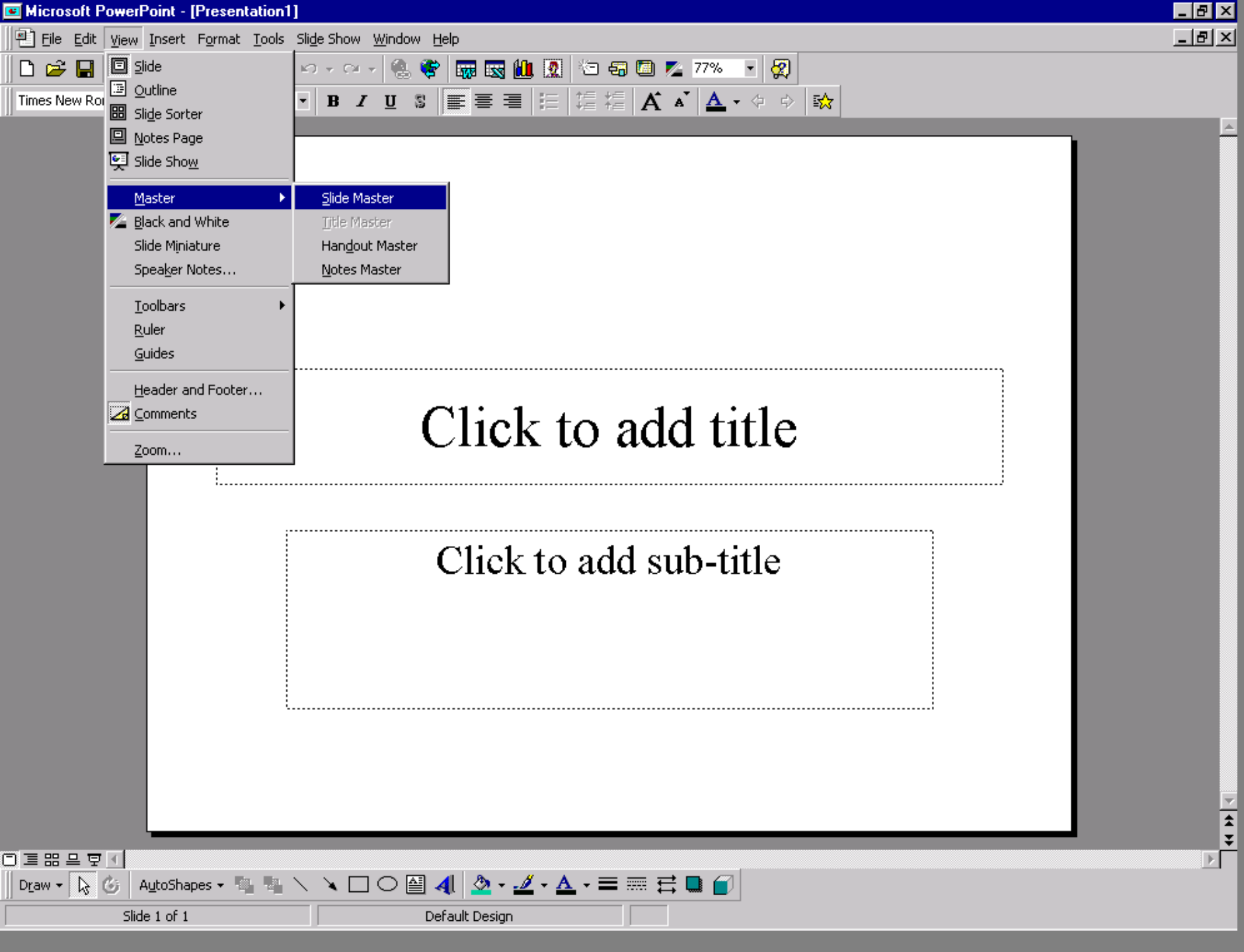
Slide Show View

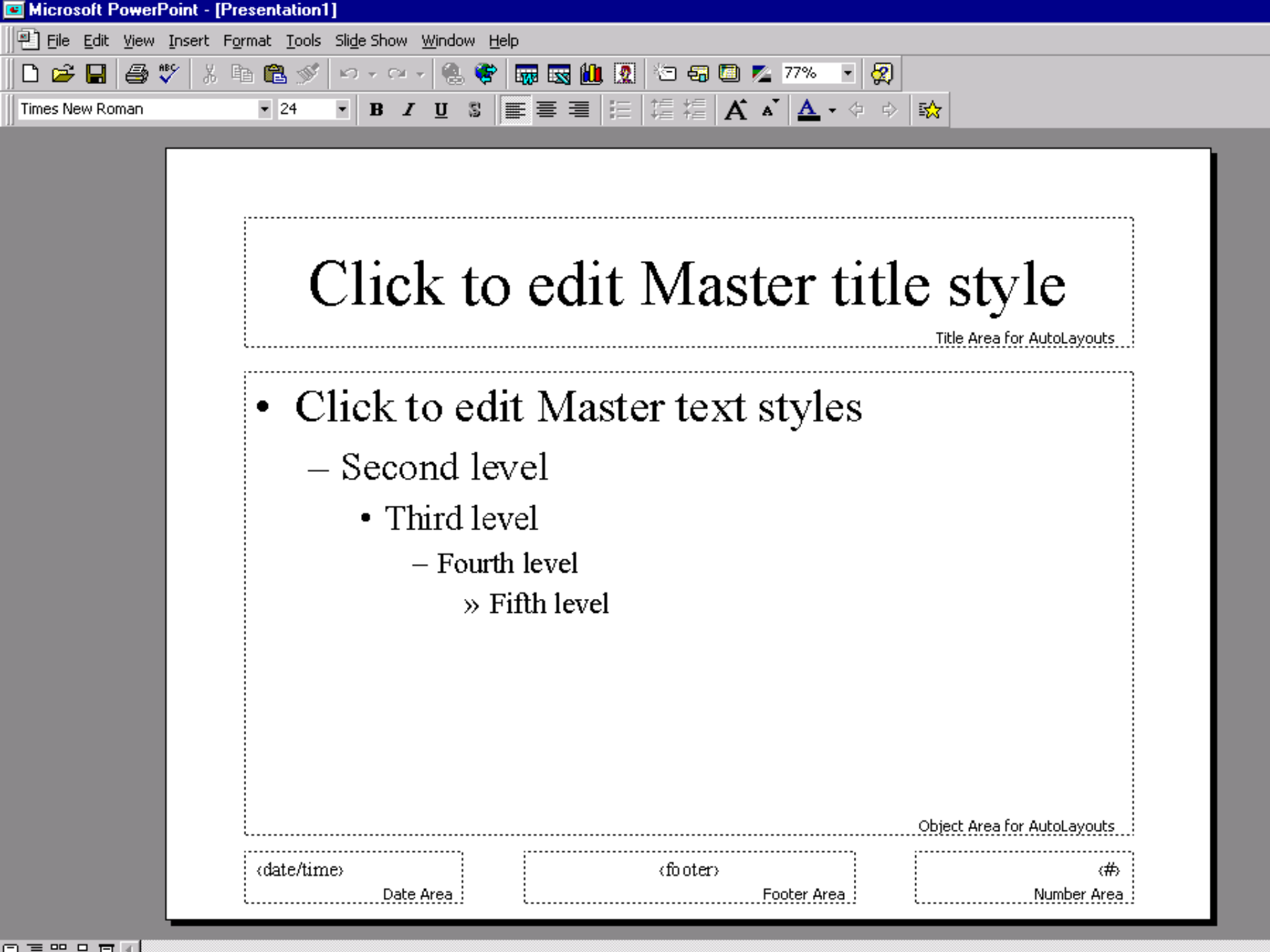
Presentation mode

Slide Show View

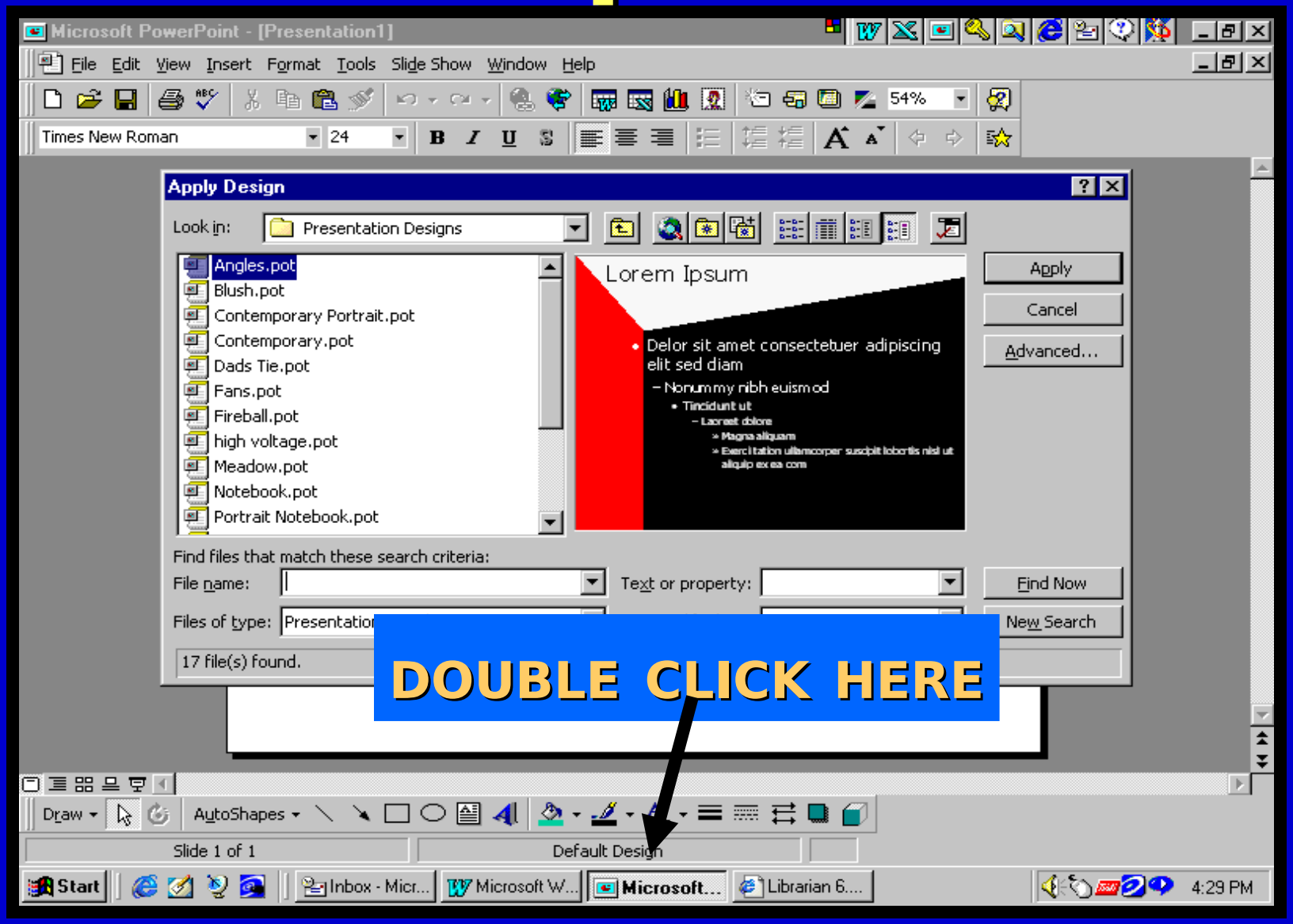
Master Slide

- Set the attributes of your presentation once
  - Background color scheme
  - Fonts and Bullets


Microsoft PowerPoint - [Presentation1]
File Edit View Insert Format Tools Slide Show Window Help
Slide
Outline
Slide Sorter
Notes Page
Slide Show
Master
Black and White
Slide Miniature
Speaker Notes...
Toolbars
Ruler
Guides
Header and Footer...
Comments
Zoom...
Slide Master
Title Master
Handout Master
Notes Master
77%
Click to add title
Click to add sub-title
Draw
AutoShapes
Slide 1 of 1
Default Design


Microsoft PowerPoint - [Presentation1]
File Edit View Insert Format Tools Slide Show Window Help
77%
Times New Roman
24
Click to edit Master title style
Title Area for AutoLayouts
Click to edit Master text styles
Second level
Third level
Fourth level
Fifth level
Object Area for AutoLayouts
‹date/time›
Date Area
‹footer›
Footer Area
‹#›
Number Area

Templates


Microsoft PowerPoint - [Presentation1]
File Edit View Insert Format Tools Slide Show Window Help
Times New Roman
24
Apply Design
Look in:
Presentation Designs
Angles.pot
Blush.pot
Contemporary Portrait.pot
Contemporary.pot
Dads Tie.pot
Fans.pot
Fireball.pot
high voltage.pot
Meadow.pot
Notebook.pot
Portrait Notebook.pot
Lorem Ipsum
Apply
Cancel
Advanced...
Find files that match these search criteria:
File name:
Text or property:
Find Now
Files of type:
New Search
17 file(s) found.
DOUBLE CLICK HERE
Draw
AutoShapes
Slide 1 of 1
Default Design
Start
Inbox - Micr...
Microsoft W...
Microsoft...
Librarian 6....
4:29 PM

Advantages of Using PowerPoint

- Professional looking
- Quick and easy to use
- Can be used to make backups
- Portable

Pack and Go

- Compresses data
- Prompts for next disk
- Viewer available

Pack and Go Wizard

Start

Pick files to pack

Choose destination

Links

Viewer

Finish

Pack and Go Wizard

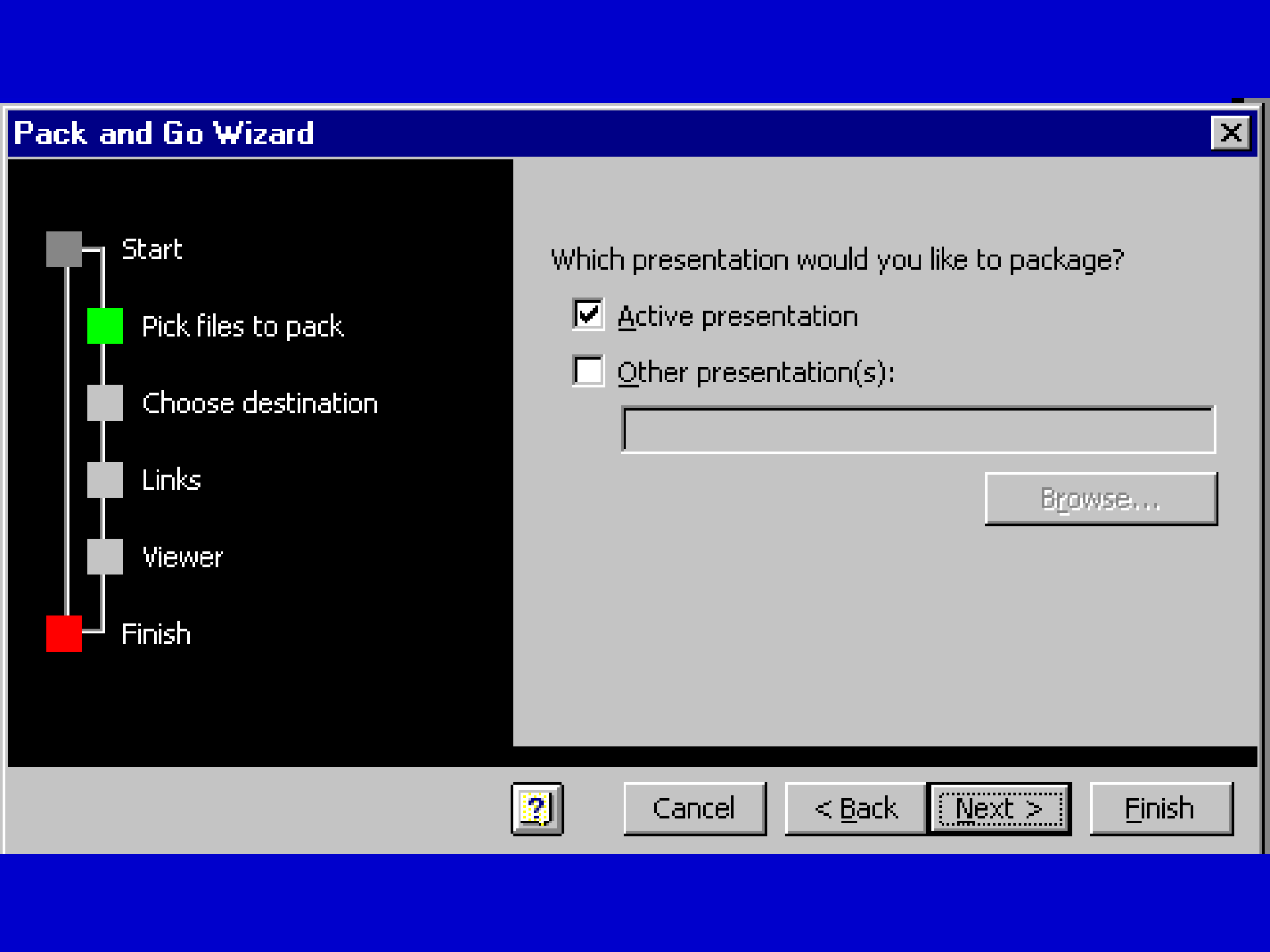
This wizard helps you package your entire presentation to give on another computer.

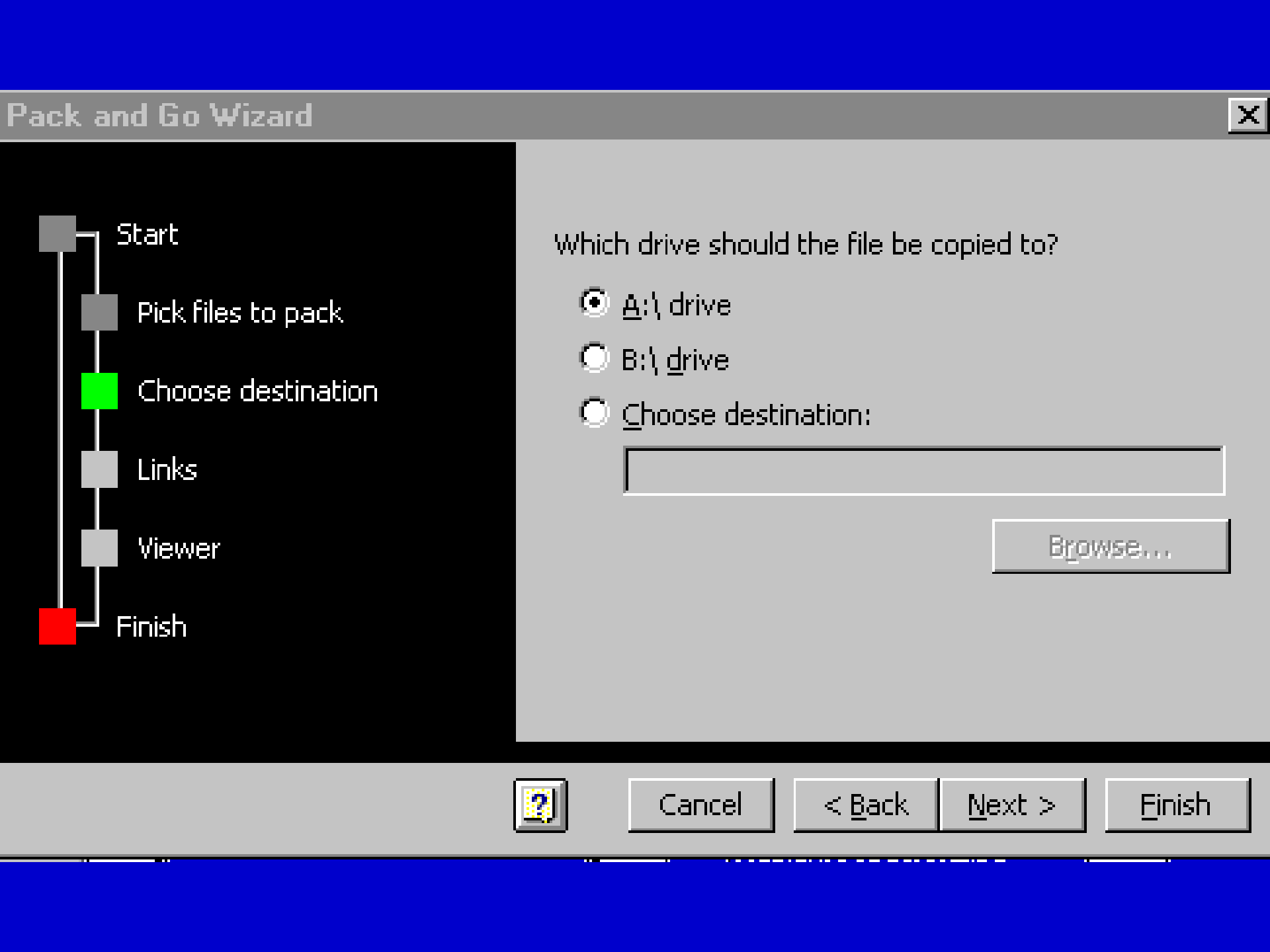
Cancel

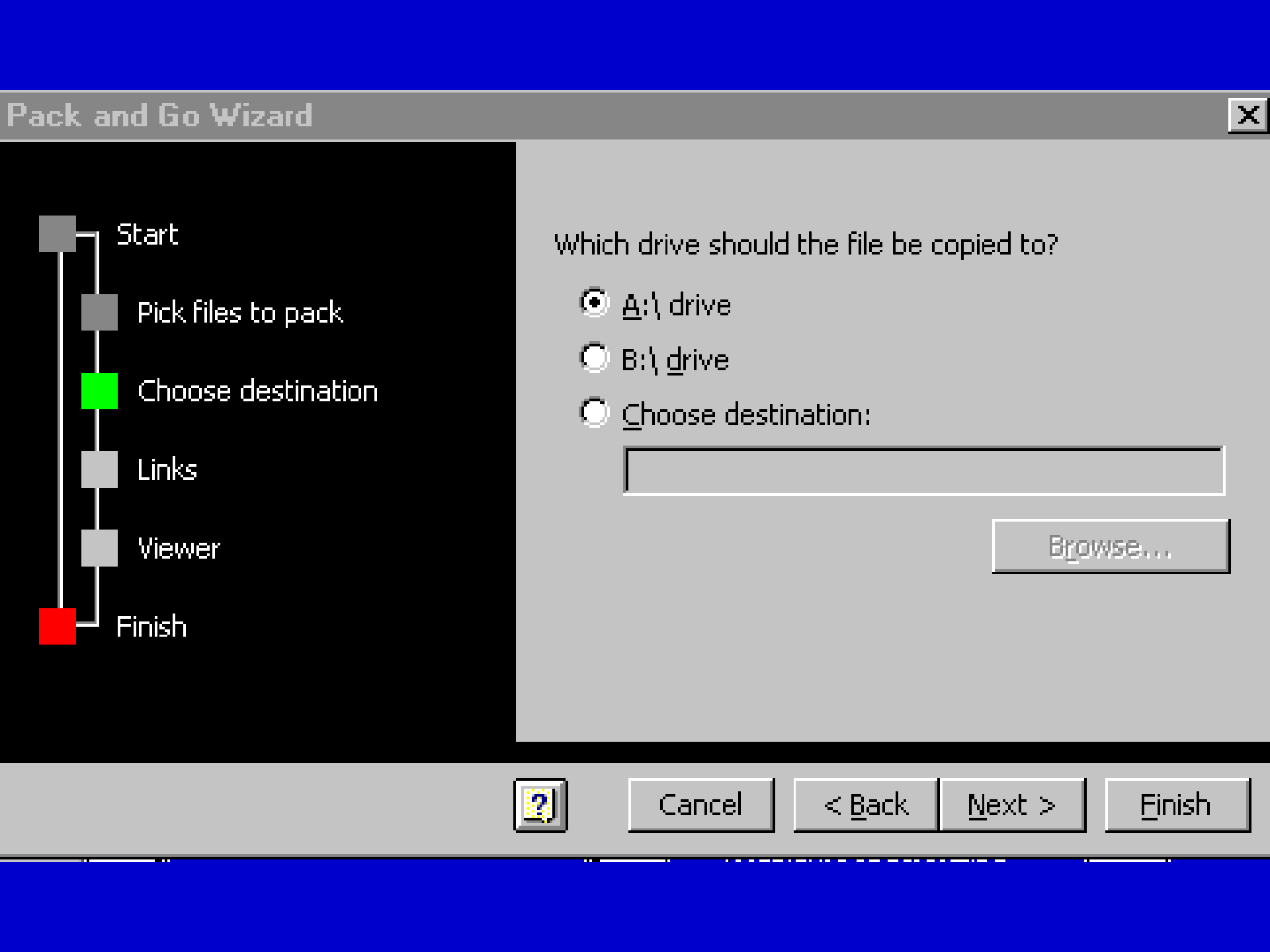
< Back

Next >

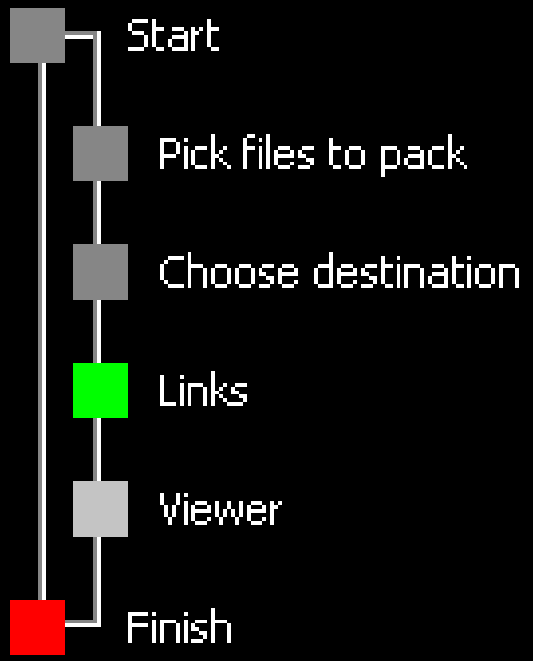
Finish


Pack and Go Wizard
Start
Pick files to pack
Choose destination
Links
Viewer
Finish
Which presentation would you like to package?
Active presentation
Other presentation(s):
Browse...
Cancel
< Back
Next >
Finish


Pack and Go Wizard
Start
Pick files to pack
Choose destination
Links
Viewer
Finish
Which drive should the file be copied to?
A:\ drive
B:\ drive
Choose destination:
Browse...
Cancel
< Back
Next >
Finish


Pack and Go Wizard
Start
Pick files to pack
Choose destination
Links
Viewer
Finish
Which drive should the file be copied to?
A:\ drive
B:\ drive
Choose destination:
Browse...
Cancel
< Back
Next >
Finish

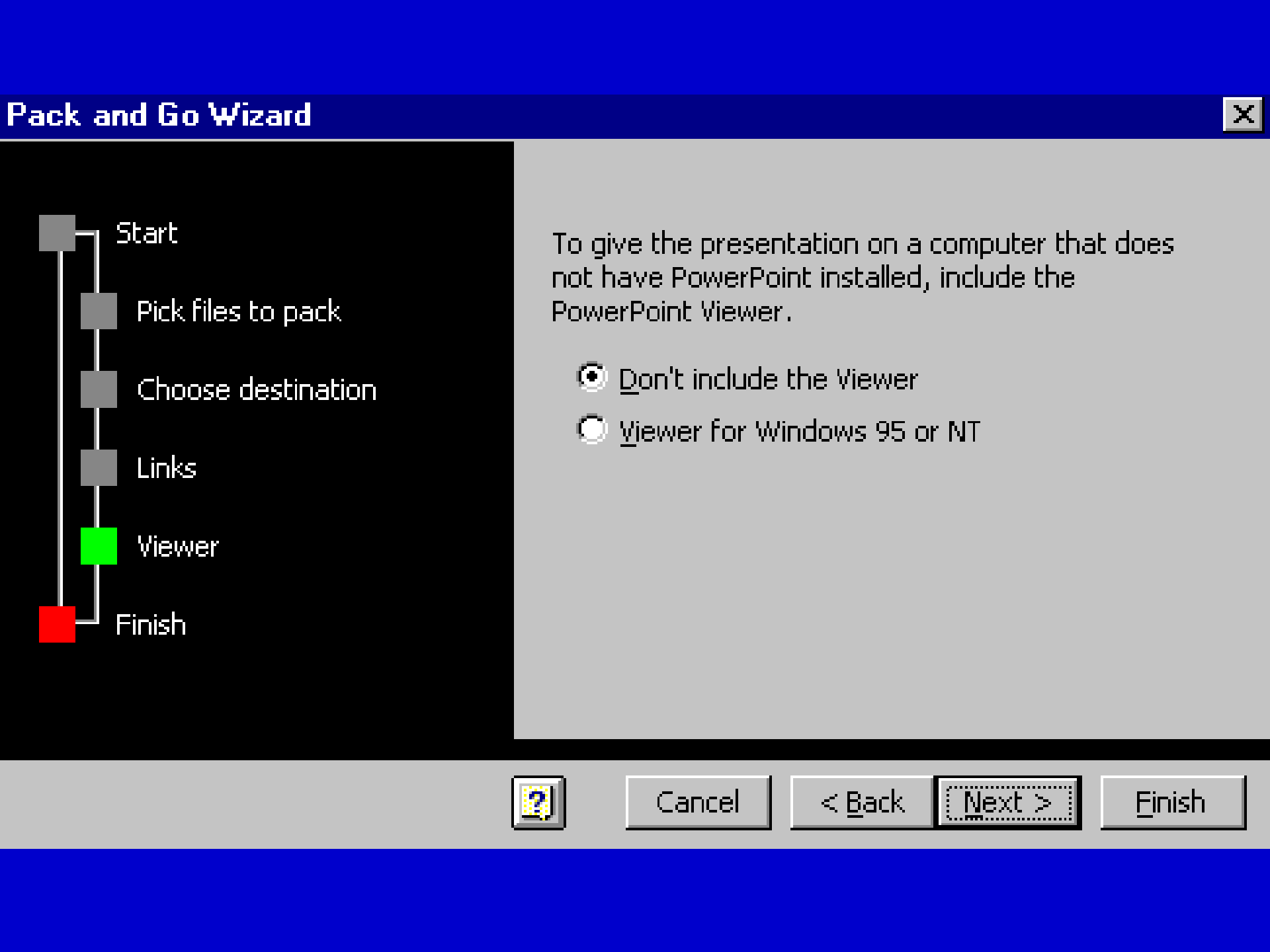
Pack and Go Wizard

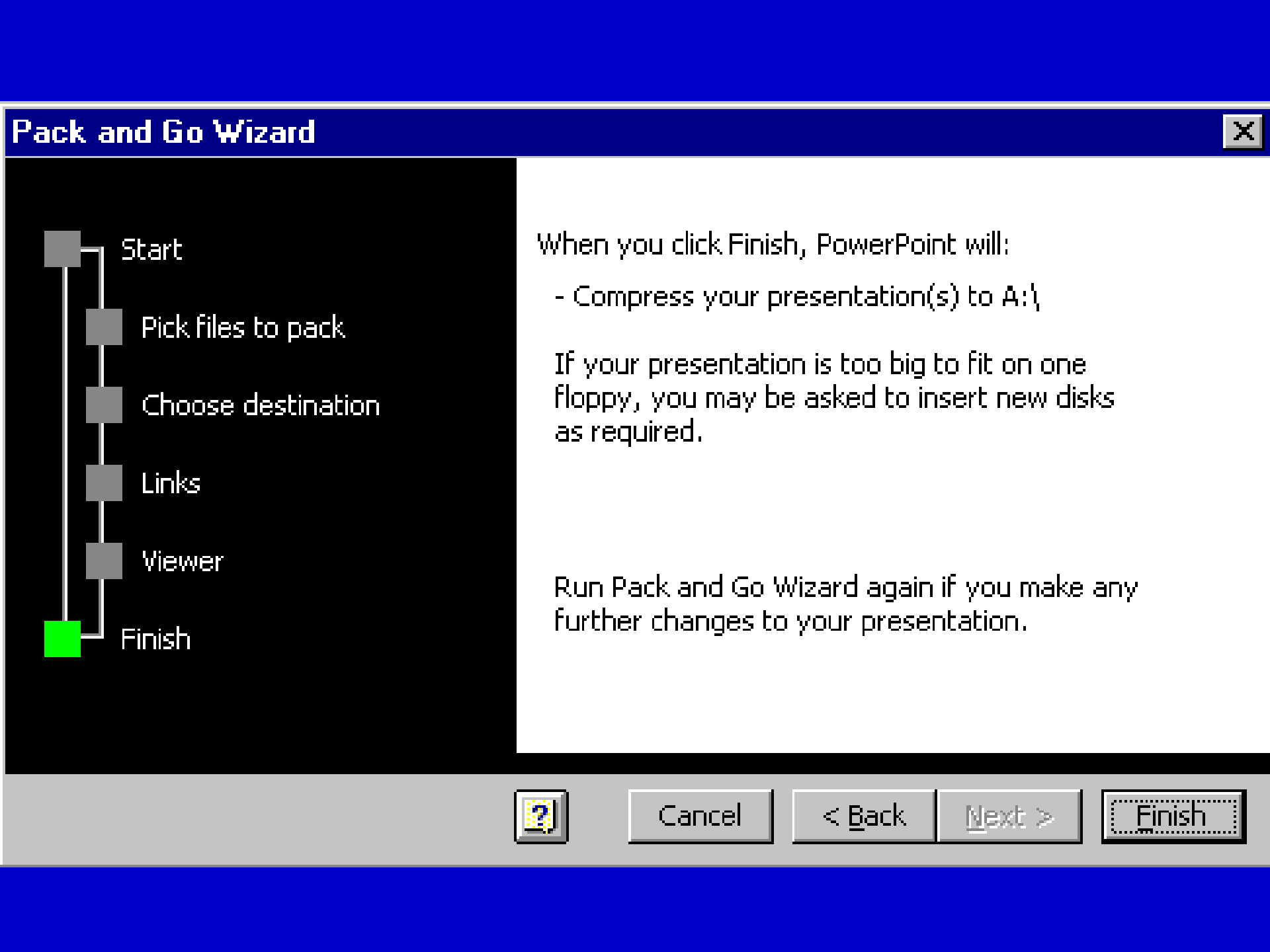


The Pack and Go Wizard can include linked files and fonts used in your presentation.

- [x] Include linked files
- [ ] Embed TrueType fonts

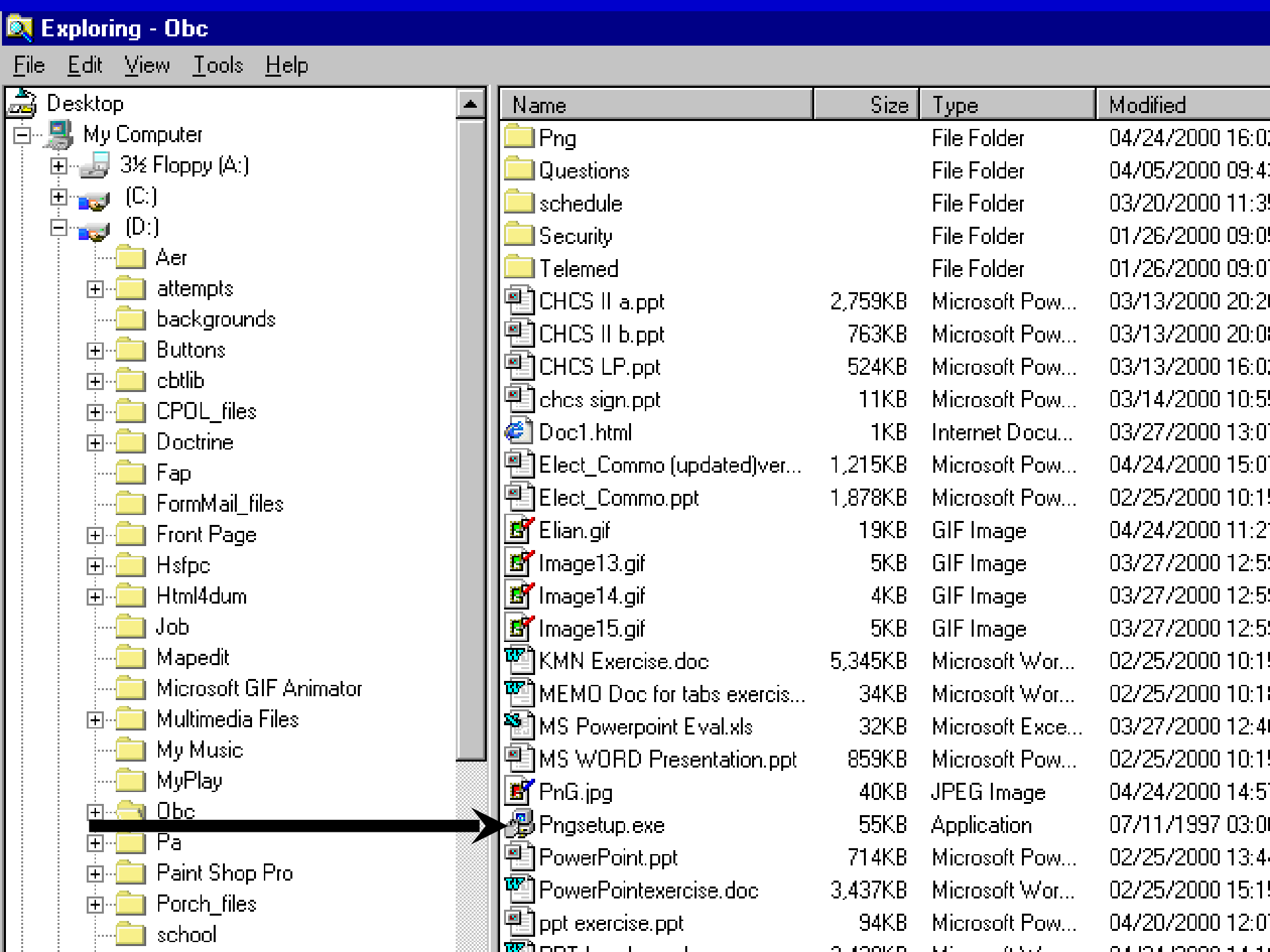
Cancel | < Back | Next > | Finish


Pack and Go Wizard
Start
Pick files to pack
Choose destination
Links
Viewer
Finish
To give the presentation on a computer that does not have PowerPoint installed, include the PowerPoint Viewer.
Don't include the Viewer
Viewer for Windows 95 or NT
Cancel
< Back
Next >
Finish

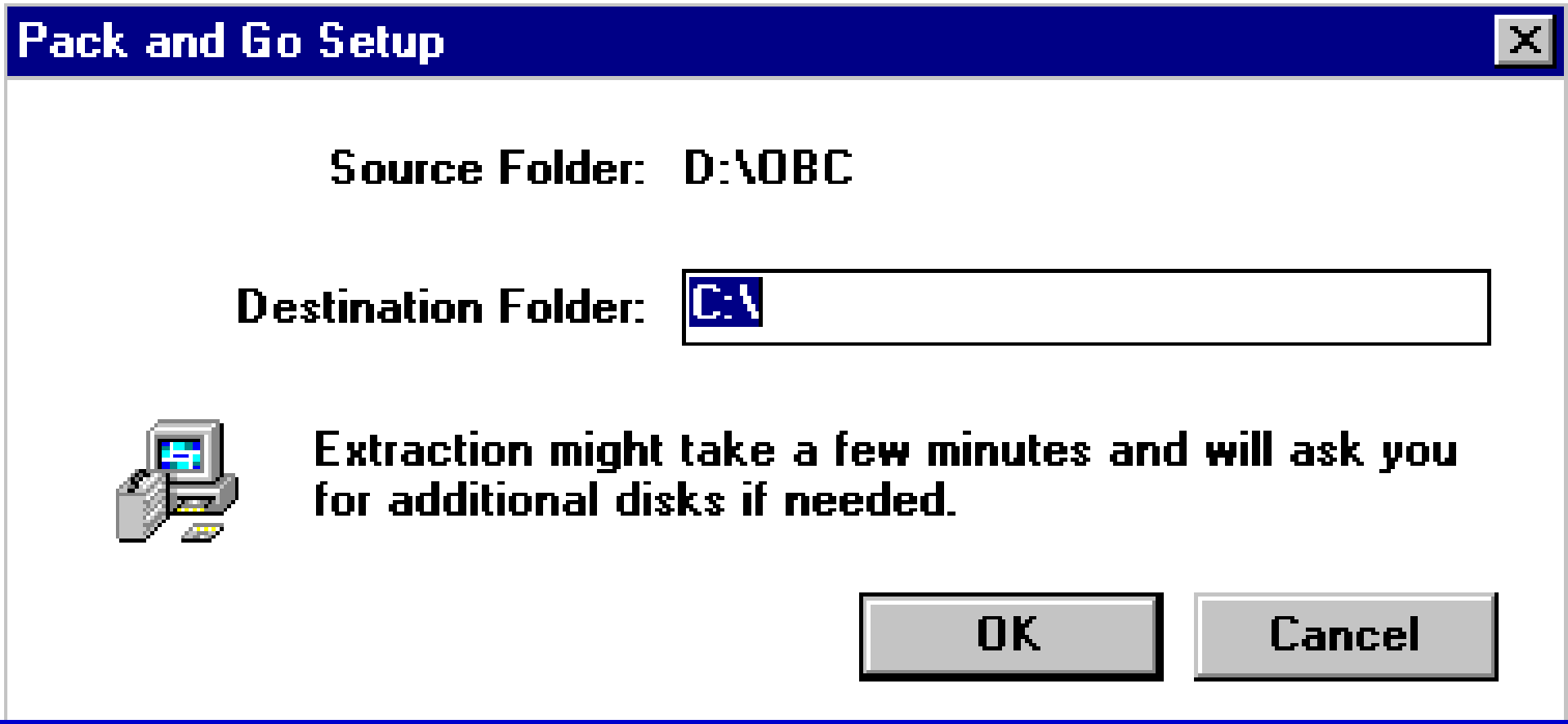

Pack and Go Wizard
Start
Pick files to pack
Choose destination
Links
Viewer
Finish
When you click Finish, PowerPoint will:
- Compress your presentation(s) to A:\
If your presentation is too big to fit on one floppy, you may be asked to insert new disks as required.
Run Pack and Go Wizard again if you make any further changes to your presentation.
Cancel
< Back
Next >
Finish

Unpacking

- PowerPoint must not be open
- Use windows explorer
- Pngsetup.exe


Exploring - Obc
File Edit View Tools Help
Desktop
My Computer
3½ Floppy (A:)
(C:)
(D:)
Aer
attempts
backgrounds
Buttons
cbtlib
CPOL_files
Doctrine
Fap
FormMail_files
Front Page
Hsfpc
Html4dum
Job
Mapedit
Microsoft GIF Animator
Multimedia Files
My Music
MyPlay
Obc
Pa
Paint Shop Pro
Porch_files
school
Name
Size
Type
Modified
Png
File Folder
Questions
File Folder
schedule
File Folder
Security
File Folder
Telemed
File Folder
CHCS II a.ppt
2,759KB
Microsoft Pow...
CHCS II b.ppt
763KB
Microsoft Pow...
CHCS LP.ppt
524KB
Microsoft Pow...
chcs sign.ppt
11KB
Microsoft Pow...
Doc1.html
1KB
Internet Docu...
Elect_Commo (updated)ver...
1,215KB
Microsoft Pow...
Elect_Commo.ppt
1,878KB
Microsoft Pow...
Elian.gif
19KB
GIF Image
Image13.gif
5KB
GIF Image
Image14.gif
4KB
GIF Image
Image15.gif
5KB
GIF Image
KMN Exercise.doc
5,345KB
Microsoft Wor...
MEMO Doc for tabs exercis...
34KB
Microsoft Wor...
MS Powerpoint Eval.xls
32KB
Microsoft Exce...
MS WORD Presentation.ppt
859KB
Microsoft Pow...
PnG.jpg
40KB
JPEG Image
Pngsetup.exe
55KB
Application
PowerPoint.ppt
714KB
Microsoft Pow...
PowerPointexercise.doc
3,437KB
Microsoft Wor...
ppt exercise.ppt
94KB
Microsoft Pow...

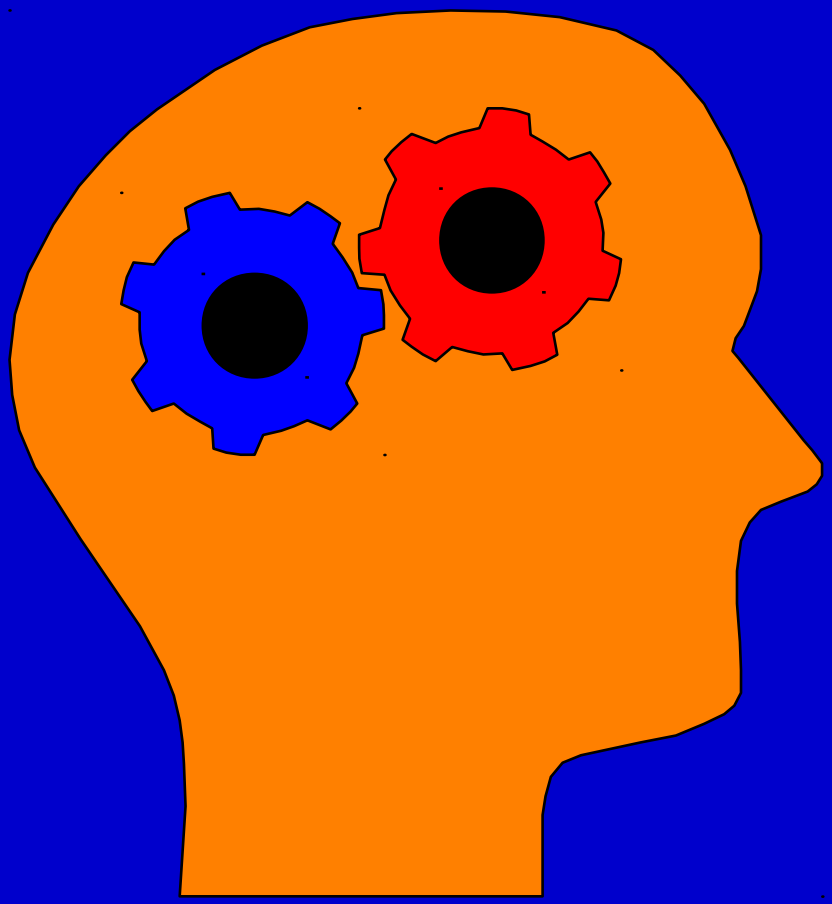
Unpacking


Pack and Go Setup
Source Folder: D:\OBC
Destination Folder: C:\
Extraction might take a few minutes and will ask you for additional disks if needed.
OK
Cancel

Unpacking

Pack and Go Setup
The presentation was successfully installed in 'C:\'.
Would you like to run slide show now?
Yes
No

Questions?



Summary

- Techniques on presenting
- Creating a Master Slide
- Transitions and builds
- Major areas of a PowerPoint Screen
- Basic Design Concepts